

# **CITY OF HAYWARD**

## **AGENDA REPORT**

AGENDA DATE 09/05/00

AGENDA ITEM \_\_\_\_\_

WORK SESSION ITEM 09/05/00

**TO:** Mayor and City Council

**FROM:** Director of Community and Economic Development

**SUBJECT:** Proposed General Plan Revision Process

### **RECOMMENDATION:**

It is recommended that the City Council review and comment on this report.

### **DISCUSSION:**

On July 25, 2000, Council reviewed alternative approaches for the comprehensive revision of the General Plan. Council indicated a preference for a process that included a series of joint study sessions with the City Council and Planning Commission as well as public workshops at key points in the process. Staff was requested to return with a more detailed outline of this approach for review by the Council. The proposed General Plan Revision process is described below and summarized in the attached timeline.

### **Major Phases of the General Plan Revision Process**

The overall General Plan Revision process is anticipated to require approximately 16 months. The process will involve several distinct phases:

- The first phase involves identification of the major issues to be addressed during the revision process;
- The second phase involves evaluation of the identified issues, including the evaluation of alternatives for dealing with selected issues where appropriate;
- The third phase involves the formulation of draft goals, policies and implementation strategies;
- The fourth phase involves the development of the draft General Plan document and preparation of accompanying environmental documentation;
- The fifth and final phase involves extensive public review and hearings before the Planning Commission and City Council.

## **Description of Major Phases in the Revision Process**

Each of the major phases in the process is described briefly in the following sections. The number and type of activities and the variety of communication methods highlighted below are illustrative and are not intended to represent the full array that could be undertaken throughout the revision process.

### **Phase 1. Identification of Issues**

It is anticipated that in addition to reviewing the overall revision process, this work session will provide Council an opportunity to identify major issues to be addressed during the revision process. A series of public workshops is envisioned in October to provide residents and the business community the opportunity to identify issues that they would like to see addressed during this process. These workshops would have a uniform approach and would be held at various locations throughout the city. The workshops would be promoted through a city-wide newsletter (perhaps including a survey form), newspaper advertising, and the City's home page on the Internet. A subsequent joint study session with the City Council and Harming Commission would provide the opportunity to organize and prioritize identified issues for future discussions.

### **Phase 2. Evaluation of Identified Issues and Alternatives**

Discussion and evaluation of the identified issues would be undertaken during the next three or four months in joint study sessions with the City Council and Planning Commission. Identified issues could be grouped into broad categories for purposes of discussion (e.g., economic development, housing choices, educational facilities, public safety, open space and recreation, infrastructure needs, transit-oriented redevelopment, and city boundaries). Depending on the groupings, one or two study sessions would be required per month. For example, assuming there were four clusters of issue categories, the fourth Tuesday of each month (at the typical work session time) could be reserved for these discussions. Background papers would be distributed prior to the study sessions. At these sessions, councilmembers and commissioners would note any preliminary findings, discuss possible strategies, and direct staff to conduct additional research and analysis as warranted. At the conclusion of this phase, a series of public workshops would be held in order to review the findings and seek feedback on possible strategies. A variety of methods would be used at the workshops to present the information and encourage comments.

### **Phase 3. Formulation of Draft Goals, Policies, and Implementation Strategies**

Building on the feedback received at the public workshops, the next three or four months would be devoted to the development of policies that address the identified issues and related findings. At monthly study sessions, or more frequently if necessary, councilmembers and commissioners would formulate draft goals, policies and implementation strategies for each subject area. These

policy statements would provide guidance to staff during the preparation of background text for the General Plan document.


#### Phase 4. Completion of Draft General Plan and Environmental Documentation

It is anticipated that approximately three months would be required for preparation of the draft General Plan document. During this time, consultants would complete preparation of the draft environmental impact report. In addition, that portion of the draft General Plan comprising the Housing Element would be forwarded to the State Department of Housing and Community Development for the required 90-day review period.

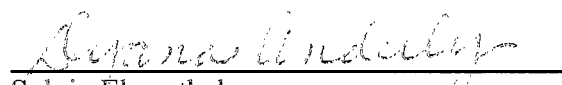
#### Phase 5. Public Review and Adoption of Revised General Plan

A public workshop would be held upon completion of the draft General Plan. This workshop could be in the form of an open house with various booths and displays to assist in presenting the major policies and strategies. Highlights of the draft General Plan might be linked to the city's home page to encourage further opportunities for feedback. In addition, some of the exhibits might be appropriate for a traveling road show at venues throughout the city. Finally, public hearings would be held before the Planning Commission and City Council prior to adoption of the General Plan.


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Approved by:

  
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Attachment:

Proposed Tin-reline for General Plan Revision Process

830.00

## **GENERAL PLAN REVISION PROCESS**

### **PROPOSED TIMELINE**

September 2000	Approval of General Plan Revision process
October 2000	Public Review I (series off workshops to identify key issues)
November 2000- February 2001	Joint Council/Commission study sessions on the issues
March 2001	Public Review II (series of workshops to review preliminary findings and possible strategies)
March-June 200 1	Joint Council/Commission study sessions on draft policies
July-September 200 1	Completion of draft General Plan document and preparation of draft Environmental Impact Report (also State Department of Housing and Community Development review of draft Housing Element)
October 2001	Public Review III (public workshop to present draft General Plan)
November 200 1	Planning Commission public hearings
December 200 1	City Council public hearings